

**Division of Developmental Disabilities
Office of Quality Improvement
Day Program Review Tool**

Agency: _____

Contact: _____

Telephone: _____

Location: _____

V TRANSPORTATION/PHYSICAL PLANT

TRANSPORTATION/VEHICLE SURVEY	Y/N/NA	COMMENTS
VEHICLE LICENSE PLATE # ~		
Registration & inspection is current		
Emergency/accident procedure maintained in the vehicle		
Fire extinguisher is in the vehicle		
First Aid kit is in the vehicle		
Spare tire is in the vehicle		
Jack is in the vehicle		
Reflectors are in the vehicle		
Emergency cards for each participant are available		

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PHYSICAL PLANT REVIEW	Y/N/NA	COMMENTS
Clean		
Complies with ADA regulations		
Furniture in good/safe repair		
Floors/stairs of non-abrasive, slip-resistant surface		
Bathrooms:		
a toilet paper		
b paper towels		
c soap in dispenser		
d clean		
Sanitary lunch/break area		
Exit signs posted at all exits		
Observe participant /IHP programming compliance		

Fire Safety ---- CONDUCT DRILL	Y/N/NA	COMMENTS
Evacuation route posted prominently throughout		
Procedures prominently posted		
Fire exist must open out, panic hardware for more than 50 people		
Smoke alarm system is appropriate for the population served (Hearing/Strobe, Visual/Auditory)		
Fire extinguishers in following required locations:		
a In proximity to hot water and heating equipment		
b Kitchen		
c On each floor of the facility		

Certificate of Occupancy	Y/N/NA	COMMENTS
Current CO or continued CO posted		

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Emergency Phone Numbers clearly posted	Y/N/NA	COMMENTS
Police		
Ambulance		
Poison Control		
Fire		
Hospital		

Medication Storage Standards Compliance	Y/N/NA	COMMENTS
All in Original Containers		
Compartmentalized, in locked cabinet or box		
Key is accessible to provider designated staff only		
Storage areas must have adequate lighting & space		
OTC separate from Prescription in a locked cabinet/box		
Temperature sensitive Meds in a locked box /refrigerator		
Topical is stored separately from oral and injection medications		
In community meds. stored in locked glove box & locked vehicle		
Accommodations for Temp sensitive meds in the community		

Revised 8/5/03